

Board of Chiropractic Examiners

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**BOARD OF CHIROPRACTIC EXAMINERS
CONTINUING EDUCATION CRITERIA
ADOPTED SEPTEMBER 28, 2006**

**YOU MUST BE PRE-APPROVED THROUGH AN APPLICATION PROCESS AS A PROVIDER
BEFORE APPLYING TO TEACH ANY CE COURSE.**

OBJECTIVE

The basic objectives and goals of continuing education (CE) is the growth, maintenance of knowledge and competency, the cultivation of skills, and greater understanding, with a continual striving for excellence in chiropractic care and the improvement in the health and welfare of the public.

PURPOSE

CE is a tool used to promote clinical competency for licensed doctors of chiropractic in California. The criteria listed below are intended to serve as guidance for Providers when submitting course applications to the Board for approval.

COURSE CONTENT

Each course must present subject material directly related to the concepts of chiropractic principles and practice within the meaning of CCR section 356(b). Some of these concepts follow, but are not exclusive.

- Technique hours will only be considered for courses on adjustive techniques taught in core curriculum and/or clinical at chiropractic colleges approved by the Board and Council on Chiropractic Education (CCE).
- CE courses, materials, seminars or conferences shall not include any of the following: practice building, practice enhancement, reference to financial gain, patient volume, services pertaining to revenue generating income, or collections.
- The areas that may be considered for CE are: (1) Principles of practice of chiropractic and office procedures including, but not limited to: (a) chiropractic treatment and adjustment technique, including physiotherapy, nutrition and dietetics; (b) examination and diagnosis or analysis including physical, laboratory, orthopedic, neurological and differential; (c) radiographic technique and interpretation involving all phases of roentgenology as permitted by law; (d) study of the methods employed in the prevention of excessive radiation and safety precautions to the patient; (e) postgraduate studies including, but not limited to, subjects contained within groups one through six of Section 5 of the Chiropractic Initiative Act; and (f) insurance procedures and reporting.

Courses are evaluated on their merit and approval is based on the information provided with the

application when submitted.

PROVIDER REQUIREMENTS

Providers are responsible for the administration, content, instructors, quality, credibility, and integrity of their CE courses and should comply with the following:

Application

Submit to the Board's office at least 45 days prior to the date of the first scheduled course; a completed application, with only one hourly breakdown (indicating start time-7 a.m.-8 a.m. etc.), all supporting documents, and a non-refundable fee of \$50.00. In addition to the regular requirements, the Board will not issue you an approval number without the following items.

- Include a copy of the syllabus (objectives and schedule) for each course.
- A copy of any handouts, lecture notes or speaker notes (power point lecture must be submitted in paper form). Do not submit CD's.
- A copy of all course promotional material.
- A copy of any certificates, diploma, proof of completion or other documents that will be given to the attendee.

Course Attendance

Establish and maintain procedures for documenting completion of courses, retain attendance records for at least 4 years from the date of course completion, and furnish the board with a roster of persons completing the course, including the name and state chiropractic license number of each course participant, within 60 days of course completion. Failure to submit the list of course participants within 60 days of course completion may be grounds for withdrawal or denial of course approval.

Course Announcements

CE course announcements must clearly list the approved Provider. CE courses sponsored by commercial or professional entities shall clearly list that fact on the course announcement. CE courses shall not promote the use or sale of a commercial product, professional service or referral service by any person, company or corporation.

All CE course advertising shall disclose if expenses of the program are underwritten or subsidized by a vendor of goods, supplies or services.

Instructors

Use qualified instructors and teaching methods to ensure student comprehension of the subject matter and concepts being taught and verify that instructors, that are subject matter experts, are qualified to teach the course(s) being taught.

Instructors that are currently practicing chiropractic must have an active, unrestricted license from the state where they are practicing in order to instruct in California.

Verify CV or resumé for accuracy, which includes confirming the authenticity of any educational degrees (B.A., M.A., Ph.D., etc.) held by instructors.

Instructors possessing financial or other relationships with companies or products sold or promoted during a CE course, must disclose that relationship on the CE course application and at the beginning of course instruction. No products, marketing materials (including banners) may be displayed inside the classroom. This excludes clinical and core technique's that require a specific instrument, table or like equipment specific to that technique.

Establish and maintain procedures for documenting completion of courses, retain attendance records for at least 4 years from the date of course completion, and furnish the Board with a roster of persons completing the course, including the name and state chiropractic license number of each course participant, within 60 days of course completion. Failure to submit the list of course participants within 60 days of course completion may be grounds for withdrawal or denial of course approval.

All courses must comply with the time limitations set forth in CCR section 356.5 (b)(6).

- All CE credit hours require 60 minutes of instruction and must start and stop on time. If an attendee is absent from the room for more than 10 minutes during any 60 minute period, credit for that hour is forfeited. Breaks are to be determined by the instructor. However, consolidating breaks for the purpose of providing a longer break or early dismissal is not permitted. Sufficient monitoring must be in place to record names of individuals who arrive late, leave early, are absent from the room for more than 10 minutes, or otherwise abuse break times. Awarded CE hours must reflect that information. Lunch breaks shall not be counted toward course hours. If a working lunch is provided, then the time taken to hand out or serve that lunch must be deducted from the total time.

In order to ensure student comprehension of the subject matter and concepts being taught, the Board will allow no more than 12 hours maximum CE credit, including 4 hours of adjustive technique, during any 24-hour period.

Any Board member or designee shall have the right to inspect, audit or monitor any approved CE course(s). The Board may, after notification and an opportunity to be heard, withdraw approval of any CE course and immediately notify the Provider of such action.

Violations

Compliance with these guidelines will be strictly enforced. Failure to present courses or alteration of course material as approved may result in both the withdrawal of the Provider's approval and the course approval.

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